

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1360.17

1/26/88

DMC-91-U-2038

TRW-A002

DMC

SUBJ: CORRESPONDENCE GUIDELINES FOR THE ADMINISTRATOR'S MANAGEMENT TEAM (AMT)

1. **PURPOSE.** This order incorporates guidelines which were previously outlined in Action Notice 1360.2, Correspondence Guidelines; Administrator's Management Team (AMT).

2. **DISTRIBUTION.** This order is distributed to all AMT members and to all Heads of Offices and Services.

3. **BACKGROUND.** Action Notice 1360.2, Correspondence Guidelines; Administrator's Management Team (AMT), dated November 13, 1986, established guidelines for correspondence addressed to the Administrator's Management Team (AMT). Per FAA Order 1800.13C, Planning and Resource Allocation, "The AMT consists of senior FAA executives who report directly to the Administrator and other FAA executives as the Administrator designates." Establishment of a special AMT address list should ensure expeditious and accurate transmission of the documents to the appropriate team members.

4. **ACTION.**

- a. The Administrator's Management Team (AMT) consists of the following members:

The Administrator
The Deputy Administrator
The Executive Director
Associate Administrators
Assistant Administrators
Chief Counsel
Directors of Civil Rights; Aviation Safety; and Europe, Africa, and Middle East Offices
Regional and Center Directors

b. When memoranda are forwarded to the above group, it is unnecessary to list each member in the "To:" line. One of the following methods should be used:

(1) When the Administrator, the Deputy Administrator, the Executive Director, and the AMT members are the addressees:

To: The Administrator
The Deputy Administrator
The Executive Director
AMT Members

(2) When all of the AMT members, except the Administrator, the Deputy Administrator, and the Executive Director are the addressees:

To: AMT Members

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(3) When only the AMT members located in the Washington headquarters are the addressees:

To: Washington AMT Members

NOTE: Guidelines for establishment of an AMT address list shall be incorporated in FAA Order 1360.16, FAA Correspondence Manual.



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